

JEN DUVALL



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(443) 745-6025



LINKEDIN.COM/IN/JENDUVALL



PROFESSIONAL PROFILE

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EXPERIENCE

Manager of Contracts & Operational Finance

Novetta, Inc. / Columbia, MD / 2011 - Present

Contracts Administrator

SRA, International/ Columbia, MD/ 2009 -2011

- Secured largest prime proposal win for the Intelligence division as the Contracts Administrator.
- Assisted in facilitating the name changes of all active contracts due to the acquisition of RABA Technologies by SRA, International.
- Created a new hire procedure booklet to help definitize policies and procedures.

Pricing Specialist

LGS, Innovations, LLC/ Columbia, MD / 2008 - 2009

Responsible for providing compliant and accurate cost and pricing data for government proposals.

Prepared documents in response to RFPs in compliance with CAS, FAR and DFAR requirements and to meet the customers' specific needs.

Experience working with many different contract types (T&M, FFP, CP, etc.).

Works closely with proposal team, contract management, and sales teams on pricing strategy.

Maintain all files and backup documentation according to DCAA audit policies.

EDUCATION

Bachelors of Arts/PSYCHOLOGY

University of North Carolina
At Wilmington
2001-2003

Masters of Business Administration/ACQUISITION & CONTRACTING (in progress)

American Graduate University
2011-present

SKILLS

>>PROFESSIONAL

Contract Negotiation

Price Negotiation

Proposal Preparation and
Submission

Manages contractual
requirements according to
FAR and DFAR

Maintains all contractual files

Maintaining compliance
while staying mission-
focused

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EXPERIENCE (CONTINUED)

Junior Buyer

SRA, International/ Columbia, MD / 2007 - 2008

- Responsible for processing purchase requisitions and pricing efforts, maintaining open communication with all internal customers, and working with vendors to provide the best price and/or value for all SRA purchases.
- Acted as procurement point-of-contact for Columbia, MD employees.
- Informed requestors of SRA policies and procedures, and assist first-time requestors with forms.

Purchasing Agent

RABA Technologies, LLC, a wholly-owned subsidiary of SRA International, LLC / Columbia, MD / 2006 - 2007

- Responsible for processing purchase requisitions from request to receipt.
- Built procurement requisition file, acquired signature approvals, negotiated pricing, and placed orders.
- Maintained open communication with requestors throughout the process.
- Also responsible for receiving items, notifying recipients, and tagging/tracking assets.
- Developed and maintained databases for purchase information and asset management.
- Prepared and executed government funded equipment audit, which was completed with 100% accuracy.

REFERENCES



JOHN SMITH

POSITION TITLE HERE

123 - 456 - 7890
emailaddress@gmail.com



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emailaddress@gmail.com



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JOHN SMITH

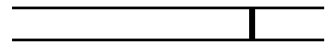
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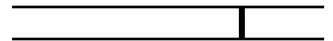
SKILLS

>>TECHNICAL

HTML & CSS



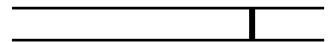
Javascript



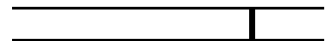
Ruby on Rails



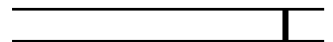
Adobe Creative Suite



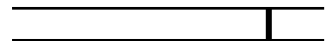
Microsoft Office Suite



Delteck CostPoint



GovWin



EXTRA

>> CLEARANCE -
TS/SCI WITH FULL
SCOPE POLYGRAPH